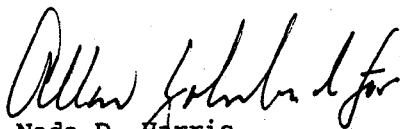


VA CAREER TRANSITION ASSISTANCE PLAN

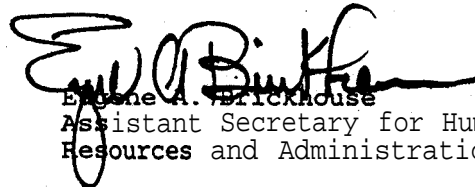
1. **REASON FOR ISSUE:** To establish policy for the Department of Veterans Affairs' Career Transition Assistance Plan (VA CTAP).
2. **SUMMARY OF CONTENT/MAJOR CHANGES:** This Directive provides the authority to provide transition assistance services and selection priority when filling vacancies under VA's CTAP for displaced and surplus employees.
3. **RESPONSIBLE OFFICE:** The Office of Human Resources Management.
4. **RELATED HANDBOOK:** VA Handbook 5330, VA Career Transition Assistance Plan.
5. **RESCISSION:** September 30, 1999, in accordance with Office of Personnel Management amendments to 5 **CFR**, Part 330.

CERTIFIED BY:



Nada D. Harris
Deputy Assistant Secretary for
Information Resources Management

BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:



Eugene A. Brickhouse
Assistant Secretary for Human
Resources and Administration

Distribution: RPC 5027 Assigned
FD Same as RPC 5007

FOR SCREEN READERS ONLY

Signed by:

Nada D. Harris
Deputy Assistant Secretary for
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Eugene A. Brickhouse
Assistant Secretary for Human
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VA CAREER TRANSITION ASSISTANCE PLAN

1. PURPOSE. This directive establishes Departmental policy for the Career Transition Assistance Plan (CTAP) for displaced and surplus employees, registrants on VA Reemployment Priority Lists (RPLs), and other similarly affected employees.

2. POLICY. It is the policy of the Department of Veterans Affairs (VA) to provide effective and timely career transition assistance for employees affected by downsizing or restructuring activities. VA career transition assistance will be administered in accordance with Title 5, code of Federal Regulations, Part 330, Recruitment, Selection, and Placement (General) and VA Handbook 5330, VA Career Transition Assistance Plan and will include:

a. Career transition assistance service%.

b. Procedures for special selection priority for "well-qualified" displaced and surplus employees who apply for VA vacancies in the local commuting area, before any other candidate from within or outside of the agency.

c. Procedures for operation of VA's Reemployment Priority List (RPL) for eligible separated VA employees.

3. RESPONSIBILITIES

a. The Deputy Assistant Secretary for Human Resources Management shall

- (1) Provide advice and assistance on matters covered by this Directive;
- (2) Establish and operate the headquarters Career Transition Center, and;
- (3) Prepare and submit annual agency reports to the Office of Personnel Management.

b. Administration Heads, Assistant Secretaries, Other Key Officials and Deputy assistant Secretaries shall

(1) Ensure that their affected employees receive appropriate and timely notification of the availability of career transition assistance programs, and;

(2) Provide necessary resources and support for VA's career transition activities.

c. The facility Director shall

(1) Establish and implement local Career Transition Assistance Plans, in partnership with local labor organizations, and;

(2) Ensure that their affected employees receive appropriate and timely notification of the availability of local career transition assistance.

d. The Human Resources Management Officer shall

(1) Ensure that all displaced and surplus employees in the local commuting area have the opportunity to apply for vacancies, and;

(2) Where there is more than one Human Resources Management Officer in the local commuting area, these HRMOs will establish local procedures for exchange of pertinent information, including the existence of any displaced and surplus employees;

(3) Determine, in consultation with subject matter expert% as appropriate, whether displaced and surplus employees are "well qualified" for vacancies for which they have applied, and provide for documented "Qualification reviews" when an otherwise eligible employee is determined to be "not well-qualified";

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(4) Ensure that eligible "well-qualified" VA displaced and surplus employees receive appropriate special selection priority when they apply for vacancies;

(5) Operate the Reemployment Priority List (RPL) for eligible separated VA employees;

(6) Maintain records of VA CTAP and Interagency Career Transition Assistance Plan (ICTAP) activities and prepare local annual reports, and;

(7) Ensure that each impacted employee receives a copy of The VA Employee's Guide to Career Transition. *NOTE: Effective upon receipt of the published guidance in the form of Human Resources Management Letter 05-96-06, "The VA Employee's Guide to Career Transition."*

4. REFERENCES

a. Title 5, Code of Federal Regulations, Part 330, Recruitment, Selection, and Placement (General), subparts, B, F, and G,

b. Title 5, Code of Federal Regulations, Part 43.0, Training,

c. MP-5, Part I, Chapter 300, Appendix C, Priority Placement Program for Employees in Retained Grade or Pay Status,

d. MP-5, Part I, Chapter 351, Reduction In Force,

e. Human Resources Management Letter No. 05-96-06, The VA Employee's Guide to Career Transition,

5. DEFINITIONS

a. AGENCY. An Executive department, a Government corporation, and an Independent establishment as cited in 5 U.S.C. Sects. 101, 103 and 104.

b. BARGAINING UNIT. A group of employees recognized by the employer and designated by the Federal Labor Relations Authority as appropriate to be represented by a labor organization for purposes of collective bargaining.

c. CERTIFICATION OF EXPECTED SEPARATION (CES). A memorandum which identifies an employee as being in an excess organization or occupation and therefore subject to possible separation. An Employee in receipt of such a memorandum is considered a surplus employee. A CES would most appropriately be used in cases when entire units are expected to be abolished and can be issued up to 6 months prior to separation.

d. DISPLACED EMPLOYEE

(1) Under CTAP. A current agency employee serving under an appointment in the competitive service, in tenure group I or II, who has received a specific reduction in force (RIF) separation notice.

(2) Under The Interagency Career Transition Assistance Plan (ICTAP).

(a) A current or former career or career-conditional competitive service employee, in tenure group I or II who has received a specific RIF separation notice;

(b) A former career or career-conditional employee who was separated because of a compensable injury, as provided under the provisions of subchapter I of chapter 81 of title 5, U.S.C., whose compensation has been terminated and whose former agency is unable to place the individual as required by part 353;

(c) A former career or career-conditional competitive service employee, in tenure group I or II, who retired with a disability under sections 8337 or 8451 of title 5, U.S.C., whose disability annuity has been or is being terminated;

(d) A former career or career-conditional **competitive service** employee in tenure group I or II, in receipt of a RIF separation notice who retired on the effective date of the reduction in force or under the discontinued service retirement option;

(e) A former career or career-conditional competitive service employee, in tenure group I or II, who is separated because he/she declined a transfer of function or directed reassignment to another commuting area: and

(f) A former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM under section 8337(h) or 8456 of title 5, U.S.C., as described in title 5, CFR, Part 330, subpart H.

e. ELIGIBLE EMPLOYEE. To be eligible for special selection priority under these procedures, an individual must meet all of the following conditions:

(1) Is a surplus or displaced employee as defined in **§330.604(b)** and (f) or **§330.703b**;

(2) Has a current performance rating of record of at least fully successful or equivalent;

(3) Applies for a vacancy that is at or below the grade level from which the employee may or is being separated, that does not have a greater promotion potential than the position from which the employee may or is being separated;

(4) Occupies a position in the same local commuting area of the vacancy;

(5) Files an application for a specific vacancy within the established timeframe;

(6) Is determined by the agency to be well-qualified for the specific vacancy.

f. FACILITY. A single medical center, regional office, data processing center, other Department field establishment under the direction of local management officials or VA Headquarters. The facility includes any operation (e.g., a satellite) or complex of organizations that is under the control of the same facility director.

g. INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP). The Office of Personnel Management program which provides Special selection priority to other displaced Federal employees when filling vacancies from outside of VA.

h. LABOR UNION. An organization composed, in whole or in part, of employees in which these employees participate and pay dues, and which has as a purpose the dealing with an agency concerning grievances and conditions of employment

i. LOCAL COMMUTING AREA. The geographic area that usually constitutes one area for employment purposes. It includes any **population center** (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

j. QUALIFICATION REVIEW. The documented analysis by the responsible Human Resources Management Officer of the rationale for a determination of "not **well-qualified**" for an otherwise eligible applicant.

k. SELECTING OFFICIAL. That individual with the authority to choose from among candidates for a vacancy.

1. SPECIAL SELECTION PRIORITY. The precedence over any other candidates that eligible employees have for being chosen for vacancies for which they apply.

Exception - No VA CTAP Special selection priority can be made which would cause another VA employee to be separated by reduction in force. See Appendix B of VA Handbook 5330 for those staffing actions not covered by the VA Career Transition Assistance Plan.

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m. **SURPLUS EMPLOYEE.** A current agency employee serving under an appointment in the competitive service, in tenure group I or II, who has received a Certification of Expected Separation (CES) or other certification issued by the agency which identifies the employee as being in an excess organization or occupation.

n. **VACANCY.** A competitive service position lasting 90 days or more including extensions, which is being filled, regardless of whether a specific vacancy announcement is issued.

o. **VACANCY ANNOUNCEMENT.** The notice of a vacancy which ensures that eligible displaced and surplus employees in the local commuting area have the opportunity to apply and which conveys what is required to be determined as "well-qualified".

p. **WELL-QUALIFIED EMPLOYEE.** An eligible applicant who

(1) meets the qualification standard and eligibility requirements for the position, including any medical qualifications and minimum educational and experience requirements;

(2) meets all selective factors, where applicable, and appropriate quality ranking factor levels. Selective and quality ranking factors cannot be so restrictive that they run counter to the goal of placing displaced employees. In the absence of selective and quality ranking factors, Human Resources Management officers, with appropriate consultation, will document the job-related reason(s) the eligible employee is or is not considered to be well-qualified;

(3) is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position;

(4) meets any special qualifying condition(s) that OPM has approved for the position, and;

(5) is able to satisfactorily perform the duties of the vacancy upon entry.